



Application for Employment

Please review and complete the entire application. Resumes are not accepted in lieu of this completed application. It is important to note that this application was designed for a variety of Village of Yellow Springs positions; therefore, some questions may not be entirely applicable to the position that you are seeking. Nonetheless, please answer all questions accurately. Return the completed application with a copy of your current resume for consideration.

First Name: _____ Last Name: _____

Other Names Used: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email address: _____

Are you 18 years of age or older? Yes No

NOTE: If you are under 18, hire is subject to verification that you are of minimum legal age.

Are you legally authorized to work in the U.S. for any employer? Yes No

POSITION INFORMATION

Position applying for: _____ Start date available: _____

Desired compensation: \$ _____ Hourly Annually

Do you prefer: Full-time Part-time If part-time, hours per week desired: _____

Hours you are available to work: _____

Days available to work: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Are you able to work any of the following? Weekends Holidays Nights Overtime

Do you have a shift preference? Days Nights No Preference

Do you have friends and/or relatives working for this company? Yes No

If yes, please provide name(s) and relationship(s): _____

How did you learn about this opening? _____

WORK EXPERIENCE

Have you previously worked for the Village of Yellow Springs? Yes No

If Yes: Position: _____ Start Date: _____ End Date: _____

Have you ever been involuntarily terminated or asked to resign from any job? Yes No

If yes, please explain: _____

Please list all previous employment for the prior ten years, beginning with the most recent. Please account for all time periods including unemployment, self-employment and military service. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status. *(Attach another sheet of paper if needed)*

Employer:		Phone:	
From	To	Position:	Reason for Leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Duties:			
Employer:		Phone:	
From	To	Position:	Reason for Leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Duties:			
Employer:		Phone:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Duties:			

EDUCATION

Highest level completed: High School/GED Technical School Associates Bachelors Masters PhD

School Name: _____ Course of Study: _____

Other education, certifications, training or special skills: _____

PROFESSIONAL REFERENCES

Identify three persons who know your work, beginning with the most recent.

Name: _____ Phone Number: _____ Email: _____

Position or Title: _____ Company: _____ Years Known: _____

Name: _____ Phone Number: _____ Email: _____

Position or Title: _____ Company: _____ Years Known: _____

Name: _____ Phone Number: _____ Email: _____

Position or Title: _____ Company: _____ Years Known: _____

AUTHORIZATION AND ACKNOWLEDGEMENTS

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. I understand that this application is not a contract, offer or promise of employment. I acknowledge that employment with the company is on an employment-at-will basis. This means that my employment with the company can be terminated at any time, with or without cause or advance-notice and acceptance of employment is not a contract of employment for any specified time. Similarly, I am free to terminate my employment with the company at any time or reason. This at-will provision may be modified or waived only in a written agreement signed by the company's president and me. | I affirm the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge. | I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure. This application is current for only ninety (90) days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

Candidate's Signature

Date

The Village of Yellow Springs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Answers to application questions will be utilized for applicable job-related information only.